Questions and Answers (Solicitation DOC52PAPT0401006)

(Note: These questions were submitted prior to the revision of the Statement of Work.)

Q1: Will the Organizational Conflict of Interest Clause preclude companies from competing for other USPTO procurements?

A1: The successful ITPA contractor may be precluded from performing as a prime contractor or subcontractor on some USPTO contracts. If you are presently a contractor or subcontractor under an OCIO USPTO contract, please check your contract's terms and conditions and if necessary, obtain written approval from the Contracting Officer before competing on other USPTO procurements.

Q2: Please supply additional information on Section 508.

A2: Additional information can be found at http://www.section508.gov/.

Q3: Are all contractor personnel to be housed off site (i.e., at the contractor's facility)? How much of the work will be on site?

A3: There is no on-site office space for contractor personnel. Contractors will be housed off-site but they must be close enough to respond quickly when needed on-site for meetings, coordination of activities and QA planning activities, etc. Nearly all Independent Testing work will be performed on-site. Configuration activities such as builds and configuring the testing environment will be performed on-site and will require a rapid response.

Q4: Please provide a list of all the tools you are currently using.

A4: For Configuration Management: PVCS Dimensions, Rational Clearcase and Clearquest. For Requirements: Rational Analyst Studio, primarily Requisite Pro. For Testing: Mercury WinRunner, LoadRunner, and Test Director. Also, JAWS and occasionally Bobby.

Q5: Will you be posting a list of the interested vendors?

A5: Yes. See "List of Industry Conference Attendees".

Q6: Will a one-page cover letter in front of our Capability Statement count against the 20-page limit?

A6: No, nor will a table of contents or index.

Q7: If the vendor submits "additional discretionary information for consideration" along with a Capability Statement, will that additional information count against the 20-page limit?

A7: No.

Q8: On pages 7 and 8 of the Statement of Work, there is mention of the "USPTO standard [Requirements Management] RM tool." Can you tell us the name of that tool, which will greatly assist us in identifying the best qualified personnel having experience working with that particular tool.

A8: Rational Requisite Pro

Q9: Do you have an estimated time frame of when you would like to release the RFP to the 5 vendors you select?

A9: See the acquisition schedule in "Industry Conference Slides".

Q10: Do the company/contractors need to have CMM?

A10: While it would be helpful, it is not required:

Q11: Paragraph C.3.5 of the SOW appears to be an old requirement. Is this requirement still valid for the current solicitation?

A11: C.3.5 deals with transition from the existing contract to the new.

Q12: Oral Presentations
- Are oral presentations a definite part of the procurement cycle for ITPA?
- Is there a format for the orals (e.g. one hour presentation and ½ hour questions and answers)?
- Who must speak at orals?
- Who else is allowed to attend orals?

A12: Oral presentations may be required at the discretion of the USPTO acquisition team. The exact format and details of the oral presentations will be set forth in the RFP which will be released in late January – early February, 2004. The RFP will only be transmitted to the vendors chosen after Step 1 of the acquisition. See "Industry Conference Slides" for the ITPA Acquisition Strategy.

Q13: Please clarify the small business categories and goals of the subcontracting plan.

The requirements for the subcontracting plan will be contained in the RFP. At this time, however, the USPTO has set a minimum goal of 20% for small business concerns, which includes veteran-owned, service disabled veteran-owned, HUBZone, women-owned, and minority-owned small businesses. This goal is subject to change from now until the RFP is finalized.